

Registration Process Undergraduate



After
receiving
your
Offer
Letter

Welcome to the Lok Jack GSB, The University of the West Indies!

Please find below some important information regarding
Payment and Registration Process.

1

Collect your Registration Package at Student Services.

2

Make payment of Lok Jack GSB Tuition & Student Services fees (TT\$500 annually) via the following:

- a. Mt Hope North Campus – Cashier / Learning Assurance Unit via:
 - Cash (\$8000TTD limit)
 - Linx
 - Credit Card
 - Manager's Cheques.

b. Royal Bank of Canada (RBC) Deposit:

RBC Bank Account (811 102 8224)

c. Online: *bit.ly/BISBSSF*

3

Pay UWI fees (TT\$1465.00) via the following:

a. Republic Bank Limited (RBL) Deposit:

Deposit slip available at Mt Hope North Campus and any Branch of RBL

b. Online:

Via VISA or Master Card login to mySecureArea and follow the instructions accordingly.

The navigation to the student online payments link:

[Student Portal](#) > [mySecureArea](#) > [Student Services & Financial Aid](#) > [Registration](#) > [Registration Map and Guide](#) > [Online Payments](#)

This fee covers:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> \$500: Amenities | <input checked="" type="checkbox"/> \$500: Caution (refundable) | <input checked="" type="checkbox"/> \$225: Guild fee |
| <input checked="" type="checkbox"/> \$120: Student ID fee | <input checked="" type="checkbox"/> \$100: Group health insurance | <input checked="" type="checkbox"/> \$20: Accident Insurance |

5

Complete the Medical Form (*Medical Form will be included in your Registration Package which should be collected at Lok Jack GSB*) and returned to Health Services Unit (HSU) at UWI.

6

Await guidance from Learning Assurance Officer with regards to online course selection, time table and other registration details.

If any help is needed, contact us at **645 - 6700 (ext. 288 or 200)**

Guidelines for Online Registration

Before starting your online registration process, make sure to have on hand your Offer Letter and Class Schedule.

Log on to
www.lokjackgsb.edu.tt

1

Click on the
"Student
Services"
link at the top

2

Click on
" St. Augustine
Online"

3

Log on using username
(student ID number
from your Offer Letter)
and password. Default
password is your date
of birth (YYMMDD).

4

Once you have logged in, please go through the following steps to complete your registration:

5

Click on "Student Services & Financial Aid".

6

Select "Registration" and then "Registration Map and Guide".

7

Click on "Enter Semester 1 Courses" on the link for the relevant Semester courses.

8

Select the "Subject" (programme) using the following prefixes:

INSB – BISB

9

Click "Class search": All of the courses offered for the selected programme (course code prefix of the programme) will be listed, you will need to select the examinable courses you are doing this term (Semester I) by clicking the boxes next to the courses. (Look for your Class Schedule for course codes and description within your Lok Jack GSB Package)

10

Click "Register" at the bottom left hand corner of the page.

11

Scroll back up to the top of the page, to the left hand corner and you should see 'return to registration map and guide'. Click the link to return to the registration map and guide.

12

Print two (2) copies of the Course Registration / Fee Assessment Invoice: one for your records, as this indicates the courses you are registered for this term, and one to be submitted to Students and Receivables Department, Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building along with Deposit slip receipt to finalize registration process.

EXIT / LOG OUT

If you have forgotten your BANNER password and you get locked out of the system, please contact the University's Help Desk at 662-2002 ext. 84357 or 8(HELP). You can also reach them via email at servicedesk@sta.uwi.edu (you will need to send them your UWI ID number and Date of Birth)

After you have paid UWI fees (TT\$1465.00) and completed the online course selection

- Copy of the Republic Bank UWI Fees Receipt (6) and a Copy of the Course Registration / Fee Assessment Invoice (12).
- Submit the above documents ensuring the invoice is signed to Students and Receivables Department, Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building.
- Issue of UWI Student ID Cards for new students is during the period _____ to _____. Visit the following link to apply for your ID card: <https://idcard.sta.uwi.edu/>

**Please take the opportunity to drop your Medical Form at the Health Services Unit at UWI.

Points to Note

- Lok Jack GSB fees can be paid at RBC Account # 811 102 8224
- Students will be allowed to complete 'online course selection' only when the above requirements (steps 1 to 5 – AT LOK JACK GSB) have been fulfilled and the Offer Letter has been received;
- Upon completion of the 'online course selection', students will receive a registration fee assessment invoice;
- Registration is not complete until all fees are paid and all documents are received;
- A Late Registration fee of \$200 is payable to UWI – Late registration goes into effect 2 weeks after the start of classes.